

United States District Court District of Oregon Probation Office

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VACANCY ANNOUNCEMENT ORP-22-06

Position Title:	DRUG AND ALCOHOL TREATMENT SPECIALIST
Term of Employment:	Full Time, Permanent
Classification Level:	Court Personnel System CL 29
	Salary range \$80,781 - \$131,288, depending on experience, qualifications, and current compensation.
Duty Station:	Portland, Oregon
Closing Date:	Open until filled.

THE POSITION

The United States Probation Office for the District of Oregon is accepting applications for a Drug and Alcohol Treatment Specialist (DATS) for the Portland office. By statute, probation officers serve in a judiciary law enforcement position and assist in the administration of justice. The officer promotes community safety, gathers information, supervises offenders, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the Court. Officer specialists manage a caseload that includes a significant proportion of offenders of a specialized type, and serve as local experts on cases of this type. The incumbent is responsible for matters relating to the effective supervision of probationers, supervised releasees, and/or parolees who require involvement in a drug aftercare program, treatment, and/or testing. Probation officer specialists must carry at least a 50 percent caseload, spending at least 50 percent of their time working with offenders. Officer specialists may guide the work of probation officer assistants and other staff.

Representative Duties:

- Identifies and evaluates the District's need for specialized programs.
- Coordinates the contracting and procurement for substance abuse treatment and drug testing programs.
- Monitors the accurate submission of billing documents from providers to ensure the appropriate disbursement of funds. Monitors the ordering and stocking of all drug aftercare related supplies for the District.
- Procures all drug testing devices and equipment related to drug testing for the District.
- Conducts post-award monitoring of all contract substance abuse treatment agencies. Acts as a liaison between the treatment agencies and the U.S. Probation Office.
- Complies with all national policies; updates the District's substance abuse treatment and graduated sanctions program manual and DATS Administrator Manual.
- Analyzes the effectiveness of the District's substance abuse treatment and testing programs and identifies

community resources to supplement and improve the program whenever possible.

- Responsible for the development of programs, policies, and training programs to enhance the knowledge, skills and abilities of all staff members and facilitate proper treatment for offenders pertaining to both community and Bureau of Prisons substance abuse treatment options.
- Assists management and Senior USPOs in the development and administration of the substance abuse treatment and testing budget and copayment system. Works closely with Finance in developing frequent budgetary statistical reports as needed.
- Attains and maintains the appropriate level of national certification through the COCP program offered through the Administrative Office of U.S. Courts.
- In the absence of the supervisor, assigns and schedules work.
- Reviews and evaluates work to ensure accuracy, quality, timeliness, and adherence to statutes, judiciary and court policies, procedures, and guidelines.
- Participates in ongoing training and education opportunities to further develop and/or enhance techniques and skills relating to offender investigation and supervision practices.
- Communicates with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders' behavior and conditions of supervision. Identifies and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares written reports of violation matters, and make recommendations for disposition. Testifies at court or parole hearings. Conducts Parole Commission preliminary interviews. Guides the work of staff providing administrative and technical assistance to officers.
- Represents the Probation Office and the Court at meetings, seminars, and conferences. Makes formal presentations to interested groups.
- Solicits and contracts with vendors for the Second Chance Act training program. Serves as the District's authority for the Second Chance Act Policy, including authorizing distribution of funds, monitoring vendors, paying invoices, etc.
- Serves as the District resource/authority on matters relating to local, state, and federal law regarding requirements for HIV disclosure issues. Updates and creates related policies and procedures on an annual basis or more often as necessary.
- Performs regular line officer responsibilities (see benchmark for CL 28 Probation Officer).
- Other duties as assigned.

QUALIFICATIONS

Minimum Qualifications:

To meet the minimum qualifications, applicants must have a bachelor's degree from an accredited college or university in a field of academic study which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. In addition to the required education, a minimum of three years of specialized experience, including at least one year as a probation/pretrial services officer in the U.S. Courts is required.

Specialized experience is progressively responsible experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment, public administration, human relations, social work, psychology, or mental health. Experience as a police, custodial, or security officer, other than any criminal investigative experience, does not meet the requirements of specialized experience.

Court Preferred Skills:

- A master's degree in a closely related field.
- Prior experience with treatment services.

Candidates must also demonstrate:

- Ability to work under pressure with short deadlines while maintaining a positive and professional demeanor;

- Ability to exercise discretion and sound judgment, maintain confidentiality, and foster high ethical standards; and
- Ability to interact and communicate effectively, both orally and in writing, with people of diverse backgrounds. This includes offenders, law enforcement and collateral agency personnel at different government levels, and community service providers.

APPLICATION PROCESS

To apply, submit the following:

1. [Federal Judicial Branch Application for Employment \(AO 78\)](#). This position requires a 5-year background investigation with 5-year periodic updates. Applicants must complete the Background Information questions 18, 19, and 20 on page 5 of the application;
2. Letter of Interest (Cover Letter), **including your relevant experience for Drug and Alcohol Treatment Specialist**;
3. Chronological Resume;
4. "Unofficial" University Transcripts;
5. Recent Performance Evaluation; and
6. List of 3 Professional References with phone number and email address.

Please submit application packet via email to hr2@ord.uscourts.gov in pdf form. All documentation should be combined into one pdf. Include the vacancy number and position title in the subject line of your email "**ORP-22-06 DATS**". Application forms are available on the District of Oregon's website at <https://www.uscourts.gov> in fillable format. Please type or print all information and sign and date forms where indicated. **Incomplete packets will not be considered.**

Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who are invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. Applicants selected for interviews must travel at their own expense. Relocation expenses are not authorized and will not be reimbursed. Verification of employment, education, and reference checks will be made prior to any offer of employment. The selectee for this position will be subject to a criminal background record check and consumer credit check before an employment offer is made.

The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division for the District of Oregon at 503-326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Employees are required to disclose COVID-19 vaccination status and agree to local and national COVID-19 safety protocols and procedures.

CLICK THESE LINKS FOR FURTHER INFORMATION

- Learn more about the [U.S. District Court for the District of Oregon](#) and the [Probation Office](#)
- [Employee Benefits](#)
- [Conditions of Employment](#)

The United States Probation Office for the District of Oregon is an Equity Focused Employer.

We value diversity and are committed to equity and inclusion in our workplace. The District of Oregon encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, socio-economic circumstance, and any other status or characteristic protected under applicable federal law.